



**INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR**  
**भारतीय प्रबंध संस्थान काशीपुर**

Advt. No.: IIMKPV/Non-teaching/2021/3

Date: 01-12-2021

**Non-teaching Recruitment**

IIM Kashipur invites applications for the following non-teaching position on contract basis.

SN	Details of the Post	Number of Position
01	Internal Audit Officer (On Contract Basis)	01
	<b>Total</b>	<b>01</b>
	<b>Internal Audit Officer</b>	
	<b>Qualification and Experience</b>	
	Sound knowledge of applicable statutory compliances related to the Education Industry in connection with auditing techniques, internal auditing standards issued by IIA and ICAI.	
	Certifications like Certified Internal Auditor (CIA), CISA would be an added advantage. Good working knowledge of computer applications and accounting software	
	Candidates who are Members of 'Institute of Chartered Accountants of India / Institute of Cost & Works Accountants of India' or having adequate experience Internal Audit in educational Industry like: - IIM, IIT, IISER etc. will be preferred.	
	<b>Nature of appointment &amp; Pay:</b> (Consolidated Salary (Rs. 50,000 - 60,000 /-) along with other facilities / allowances applicable to the contractual staff of the Institute).	
	<b>Age limit:</b> Preferably below 62 years	
	<b>Application Fee:</b> ₹ 500.00	

**General Instructions**

**Before applying for any post, candidates should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement and ready to comply with the requirements and terms & conditions contained in this advertisement. The candidates are, therefore, advised to carefully read the advertisement and thereafter complete on-line application form and submit the same as per the instructions given in this regard.**

*The applications are invited through **online mode only**. Candidates can fill online application form by visiting our website <http://iimkashipur.ac.in/>*

**Last date for submission of online application and fee : 22-12-2021 (11:59 PM)**

1. Age relaxation and reservation norms for ST/SC/OBC/PwD/Ex-Serviceman as per Government of India rules will be applicable. Age will be reckoned on the last date of submission of online application.
2. ST/SC/OBC/PwD/Ex-Serviceman and women candidates are not required to submit application fee.
3. Candidates should submit their SC/ ST/ OBC/ Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
4. The Institute reserves the right to relax experience / age / qualification in exceptional cases or in the case of persons already holding analogous positions in Autonomous bodies / University / Research Institution.
5. The Institute reserves the right to offer appointment on contract basis initially for a period up to 3 years. Based on the assessment of performance they may be regularized on the post as per Institute's norms.
6. The Institute reserves the right to increase / reduce the number of vacancies or empanel candidate(s) for future vacancies.
7. Degree as referred above should have been awarded by a recognized University / Institute.
8. Mere eligibility will not vest any right on any candidate for being called for interview / selection process. The decision of the Institute in all matters will be final. No correspondence will be entertained in connection to the process of selection. Canvassing in any manner would entail disqualification of the candidature.
9. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel should submit "No Objection Certificate" (NOC) along with "**vigilance certificate**" from present employer during the document verification. However, they should submit an undertaking to this effect.
10. The Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
11. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience etc.
12. The Institute solely reserves the right not to fill any advertised position without assigning any reason. The decision of the Institute in this regard will be final.
13. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Kashipur, Uttarakhand.
14. If any problem persists during online submission of application, please contact through the following E-mail: [response@iimkashipur.ac.in](mailto:response@iimkashipur.ac.in)

Sd/-  
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